



# Meeting Notes

## Building/Fire Code Focus Group Meeting

**10:30 a.m. – Wednesday, May 27, 2009**

APS Conference Room, 101 West Cherry Ave, Flagstaff, AZ

1. Welcome and Introductions

In attendance:

Paul Cortez, City of Flagstaff  
Steve Dorsett, Architect  
Roger Eastman, City of Flagstaff  
John Farnol, Coconino County  
Ed Larsen, City of Flagstaff  
Mary Jo Tsitouris, City of Flagstaff

2. Focus Group Overview

Roger Eastman explained that 11 focus groups have been formed as a part of the Land Development Code re-write process. These groups are not a “formal body” and do not fall under the open meeting laws. Agendas will be distributed via e-mail in an effort to save resources. Meeting notes and agendas will also be available on the City’s webpage.

3. Roles/expectations of the Focus Groups

The purpose of the focus group is to “frame the main issues” and try not to get into the “weeds” of each issue. The focus group members will focus on the main issues and determine whether or not the current code supports the issue, or if not, how to get there.

4. Roles/expectations of staff

City staff will provide technical support & expertise.

5. Issue review

Key issues identified:

- Fire Code (FC) & Building Code (BC) relationship to the Land Development Code (LDC)
- Condo conversions –significant costs after zoning review
  - Costs need to be communicated up front
  - FC & BC communicated and coordinated by Planners
- Level of risk with building conversion –determines type of construction
- LDC needs “pointers” to FC & BC
- Pre-application meetings to iron out issues
- Cross reference to Wildland Urban Interface (WUI)
- Fire access affects site layout – causes problems when trying to preserve an existing layout
- FC & BC provides for little flexibility or safety issues are compromised
- July 2010 – Next review of Building Code, per Council. Perfect timing with LDC
- Specialized amendments to BC specifically addressing LDC issues
- List of current issues between BC and LDC
- “Post-mortem” documentation and review
- Consideration of the other focus groups and implications they may have on Building and Fire Codes
- Recommendations to Process & Procedures Focus Group
  - Record staff comments on a single plan set (digitally or manually)
  - Establish minimum requirements for pre-application review

6. Future meetings:

Second and fourth Tuesday of the month from 10:30 am – 12:00 pm

7. Election of a chair person and vice-chair person

Chair person: Steve Dorsett

Vice Chair: Ed Larsen

8. Dot mapping exercise for Flagstaff

Green: Preserve

Blue: Needs to evolve

Red: Must transform

9. Adjournment

11:20 am